

January 5, 2004

TO: Members of the MAG Regional Council Executive Committee

FROM: Mayor Wendy Feldman-Kerr, Queen Creek, Chair

SUBJECT: MEETING NOTIFICATION AND TRANSMITTAL OF TENTATIVE AGENDA
FOR THE MAG REGIONAL COUNCIL EXECUTIVE COMMITTEE

Monday, January 12, 2004 - 12:00 noon
MAG Office, Suite 200 - Cholla Room
302 North 1st Avenue, Phoenix

Please park in the garage under the Compass Bank Building. Bring your ticket to the meeting, parking will be validated. For those using transit, the Regional Public Transportation Authority will provide transit tickets for your trip. For those using bicycles, please lock your bicycle in the bike rack in the garage.

A meeting of the MAG Regional Council Executive Committee has been scheduled for the time and place noted above. Members of the Committee may attend either in person, by telephone conference, or by video conference. If you have any questions, please contact me at (480) 968-4474 or Dennis Smith, MAG Executive Director, at (602) 254-6300.

TENTATIVE AGENDA

	<u>COMMITTEE ACTION REQUESTED</u>
1. <u>Call to Order</u>	
2. <u>Call to the Audience</u>	2. Information and discussion.
An opportunity will be provided to members of the public to address the Executive Committee on items not scheduled on the agenda that fall under the jurisdiction of MAG, or on items on the agenda for discussion but not for action. Members of the public will be requested not to exceed a three minute time period for their comments. A total of 15 minutes will be provided for the Call to the	

Audience agenda item, unless the Executive Committee requests an exception to this limit. Please note that those wishing to comment on action agenda items will be given an opportunity at the time the item is heard.

ITEMS PROPOSED FOR CONSENT*

*3A. Approval of the December 15, 2003 Executive Committee Meeting Minutes

*3B. Status Update on the June 30, 2003 Single Audit and Management Letter Comments, MAG's Comprehensive Annual Financial Report (CAFR) and OMB Circular A-133 Reports (i.e., "Single Audit") for the Fiscal Year Ended June 30, 2003

The public accounting firm of Deloitte & Touche LLP has completed the audit of MAG's Comprehensive Annual Financial Report (CAFR) and Single Audit for the fiscal year ended June 30, 2003. An unqualified audit opinion was issued on December 22, 2003 on the financial statements of governmental activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information. The independent auditors' report on compliance, with the requirements applicable to major federal award programs, expressed an unqualified opinion on the Single Audit. The Single Audit report indicated there were no reportable conditions in MAG's internal control over financial reporting considered to be material weaknesses, no instances of noncompliance considered to be material and no questioned costs. No new or repeat Management Letter comments were issued for the fiscal year ended June 30, 2003. An update will be provided on any discussion or action taken by the Management Committee. Please refer to the enclosed material.

3A. Review and approve the December 15, 2003 Executive Committee meeting minutes.

3B. Recommend acceptance of the MAG Comprehensive Annual Financial Report and Single Audit Report for the year ended June 30, 2003.

*3C. Amendment to the FY 2004 MAG Unified Planning Work Program and Annual Budget to Include Funding from the Transportation Improvement Program

On November 25, the Regional Council approved the FY 2004-2007 Transportation Improvement Program, which included \$450,000 of FY 2004 Congestion Mitigation Air Quality (CMAQ) funds for the MAG Regional Videoconference operating expenses (year 3 of 3). The \$450,000 of CMAQ funds need to be added to the FY 2004 MAG Work Program and Annual Budget. Please refer to the enclosed material.

3C. Approval of an amendment to the FY 2004 MAG Unified Planning Work Program and Annual Budget to add \$450,000 in FY 2004 Congestion Mitigation Air Quality Funds for the MAG Regional Videoconference operating expenses (year 3 of 3).

ITEMS PROPOSED TO BE HEARD

4. Discussion of the Development of the FY 2005 MAG Unified Planning Work Program and Annual Budget

Each year, the Unified Planning Work Program and Annual Budget is developed in conjunction with member agency and public input. The Work Program is reviewed each year by the federal agencies in April and approved by the Regional Council in May. To provide an early start in developing the Work Program and Budget, this presentation is an overview of MAG's proposed new projects for the FY 2005 Work Program and draft Dues and Assessments. A draft budget production timeline is also being included. Please refer to the enclosed material.

4. Information, discussion and input on the development of the Work Program and Annual Budget.

5. Legislative Update

An update will be provided on bills of interest in the upcoming legislative session including legislation to grant authorization for an election to extend the one-half cent sales tax for transportation and the retirement legislation for Councils of Governments.

5. Information and discussion.

6. Annual Performance Review of the MAG Executive Director

On December 15, 2003, the Executive Committee discussed and approved the evaluation survey for the MAG Executive Director's performance review. It was noted at the meeting that the Executive Committee conducts the review in consultation with the Regional Council. On December 15, 2003, a survey was sent to the members of the Regional Council to receive their input on the review. A survey was also sent to the members of the Executive Committee. The results of the surveys will be summarized and discussed by the members of the Executive Committee.

The Executive Committee may vote to recess the meeting and go into executive session to discuss personnel matters relating to the MAG Executive Director's review and salary. The meeting may then be reconvened to take action regarding the review and make a salary determination. It is anticipated that the action of the Executive Committee would be presented to the Regional Council for ratification. The authority for such an executive session is A.R.S. § 38-431.03(A)(1).

7. Adjournment

6. For information, discussion and possible action to recess the meeting to conduct an executive session to discuss personnel matters relating to the MAG Executive Director's review and salary, and to reconvene the meeting for possible action on the review and salary of the MAG Executive Director.